

FILED
IN THE SEVENTH JUDICIAL DISTRICT OF THE STATE OF IOWA

IN THE MATTER OF
APPOINTMENT OF
LIAISON JUDGE

2013 DEC 12 AM 11:22

CLERK OF DISTRICT COURT
SCOTT COUNTY, IOWA

IFF000101

ADMINISTRATIVE ORDER
No. 2013-16

This Administrative Order creates an administrative leave policy for District 7 full-time law clerks. In addition to their regular vacation time, full-time law clerks will be entitled to an additional 15 hours of administrative leave per year (in a 12-month time frame) in which to complete their required continuing legal education requirements. Law clerks shall have this administrative leave approved by the Chief Judge and shall provide information regarding the specifics of the training they desire to attend. This policy does not cover extern or intern law clerks, but applies to the regularly-hired full-time law clerks.

Law clerks must take vacation and/or unpaid time for any other requested time off, including time off to be sworn in as an attorney in any state. This policy is effective retroactively to July 1, 2013. Any vacation time taken since July 1, 2013 by a full-time law clerk to attend a continuing legal education seminar shall be refunded to them and that time shall be considered as administrative leave.

Dated: December 12, 2013.



MARLITA A. GREVE
Chief Judge of the
Seventh Judicial District of Iowa

Original filed with the Clerk of Court, Scott County
Copy to District Court Administrator
Copy to Richard Brus, Finance Director
Copy to Law Clerks